Common Errors in MEDS

MiMEP COE Approvers
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Special Populations Conference 2014

Purpose

- Provide support on common 2013-14 errors in order to improve accuracy

- Improve accuracy in PFS & LEP determinations

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District Info Tab

| District Info | Eligibility | Parent Data | Children Data | Enrollment | Approval | Errors |

COE Number: 51251

Date Completed/Updated: 09/04/2013

Migrant Program: MDE Admin

COE Approval Date:

*Residing School District: Belding Area School District

*Date Entered Michigan: 06/07/2008

*Date Entered District: 09/01/2012

*Parent Signature Date: 9/1/2012 — View the MEDS FERPA Statement.

*Recruiter Signature Date: 9/1/2012

*Director Signature Date: 9/4/2012 — View the MEDS Eligibility Data Certification Statement.

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District Information Tab

- Make sure migrant program and residing district are correct. These can be 2 different districts.

- Parent and recruiter signatures dates must match indicating an interview took place.

- COEs must be updated on a yearly basis if students are in your district for more than one year.

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Eligibility Tab

- **Move to** enable – must match parent/guardian/child name; check spelling also

- **Moved from** must match moved from address

- Inter-state = move is from **out of** state
- Intra-state = move is **within** state

- PLEASE DOUBLE CHECK!!!!!

Eligibility Tab, continued

- **Milking cows**

  is **ALWAYS** temporary and **agriculture-related** if it is qualifying work.

  Why???

  Because if it is not temporary, it doesn't qualify!

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Eligibility Tab, continued

- If you pick bullet three,

  "qualifying work specifically, but did not obtain work"

  a box pops up with 2 choices:

  - **history:** need an actual description of the history

  - **other credible evidence** – e.g., bad crops, work not available, waiting for work to be available: where did they apply that demonstrates sought agricultural work?

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Parent Data Tab

- **Legal father/mother** – biological or adoptive
  - If parent to one child but guardian to one or more children, put note in comment box

Parent Data Tab, continued

- **Moved from** address must match the qualifying moved from address on the Eligibility tab

- **Moved to** address must match the qualifying to moved

- **Date left** be sure to update this field when family returns or COE is rolled over

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Children Data Tab

Show Student: Gomez-Hinojosa Jr., Felipe Antonio - bd 5/12/1995 [GO]

[New Student]
[Remove Student]

Child(ren) Data

*Last Name 1	Last Name 2	*First Name	Middle Name	Sfx
Gomez-Hinojosa		Felipe	Antonio	Jr.

*Ethnic Group
1 - American Indian/Alaskan Native
2 - Asian American
3 - Black or African American
4 - Native Hawaiian/Pacific Islander
5 - White
6 - Hispanic or Latino

*Birthdate	*Gender	*Place of Birth		*Multiple Birth Flag
05/12/1995	M	Hidalgo	NL	Not a multiple birth

City or County   State

*Birth Verification Type: Passport

Student ID	Student UIC	MSIX ID	Eligibility Expiration Date	Status
91160			09/01/2015	K-12

Special Needs:

*IEP Assessment: Yes   IEP Date: 10/12/2011 ☐ Pending

☑ Special Education: Disclosure Date: _____ ☑ Pending

☑ Special Health Needs: Disclosure Date: 9/4/2013 ☐ Pending

*Medical Alert: Acute   Medical Condition: bee stings   *Immunization Records: Yes   mcir.org

*Primary Language: Spanish

For Grades 9-12 only

Anticipated Graduating District	Out of State District	State	Designated Graduation School
Out of State	Unknown	TX	

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Children Data Tab

- Make sure names match in MEDS/MSDS.
  Example – Middle Name is Hortencia, write name out, do not use initial "H"

- Make sure UIC in MEDS matches local district's UIC

- Make sure you double check whether Last Name is hyphenated or has 2 last names

- Double check the birthday

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Children Data Tab, continued

- **Birth Verification** – if you pick "**Other**":
  - parent statement; put that under parent affidavit
  - if grandparent verified, check other and put grandparent
  - if no identification, as in case of OSY worker, contact your MiMEP COE Approver.

Children Data Tab, continued

A CAUTION – **DO NOT** threaten to withhold migrant services if parents refuse to let you see or make a copy of the birth certificate. Instead, explain the benefits of being able to verify records.

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Children Data Tab, continued

- Check the manual to choose appropriate status connected to the Enrollment Tab.

- Check the manual for choosing UG, OS, K-12, PS, etc. and for definitions.

- Match them up!!!!!

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Children Data Tab, continued

- Special Needs box
  - Check disclosure dates, IEP dates – if more than a year old, check into this and update as needed.
- Medical alert –
  - chronic – ongoing (Asthma)
  - acute – life-threatening (Terminal Cancer)
- Wearing glasses, hearing aids are NOT medical conditions. This information should be added to the comment box.

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Child Data Tab, continued

Primary Language

- Most district home language surveys contain two questions:
  - **What is the primary home language?**
  - What is the student's native (first) language?
  - Paper COE's only ask the primary language.
- If there is an additional language in the house and/or the parent has answered the district home language survey enrollment questions with a language other than English, that language must be reported in MEDS.

Child Data Tab:

*Primary Language: Spanish

Children Data Tab, continued
COS – Continuation of Services

- COS #1– eligibility expiration date ends in the middle of the term; *duration of term*

- COS #2 – serving for an additional year

- COE #3 – credit accrual- secondary students only

Note: Comparable services are <u>not</u> available.

Children Data Tab, continued
COS – Continuation of Services

- Possible Sample–

Child's eligibility expires on **4/5/2014**.

➢ COS #1 for duration of term for RM.

➢ COS #2 for summer 2014 SC term.

➢ COS #2 for an additional year for 2014-15 RM.

➢ **NO** Summer 2015.

Children Data Tab, continued
COS – Continuation of Services

- Possible Sample–

Child's eligibility expires on **6/18/2014**.

➢ COS #1 for summer 2014 SC duration of term.

➢ COS #2 for an additional year for 2014-15 RM.

➢ COS #2 for 2015 SC term completing the additional year.

Children Data Tab, continued
COS – Continuation of Services

- Possible Sample– Caveat #3

Child is a high school student struggling with credit accrual.

Child's eligibility expires on **6/18/2014**.

➢ COS #1 for summer 2014 SC term.

➢ COS #2 for an additional year for 2014-15 RM.

➢ COS #2 for 2015 SC term.

➢ **COS #3 CONTACT YOUR MIMEP COE APPROVER!**

Documentation will be required.

Children Data Tab, continued
COS – Continuation of Services

- Possible Sample–

Child's eligibility expires on **3/10/2014**.

- ➢ _____ for 2013-14 RM.
- ➢ _____ for summer 2014 SC term.
- ➢ _____ for 2014-15 RM.
- ➢ _____ Summer 2015.

Enrollment Tab

Gomez Hinojosa, Roberto Carlos

| District Info | Eligibility | Parent Data | Children Data | Enrollment | Approval | Errors |

Show Student: Gomez Hinojosa, Roberto Carlos - bd 6/6/2012 GO

Director Signature Date: 09/04/2012

Enrollment District: Belding Area School District

Date Entered District: 09/01/2012

Program Enrollment
Show out of district enrollments

*Building	*Gr	*Res Date	*QAD	*Prog	*Enroll Date	Withdraw Date	Days Enroll	Days Pres	*Service Type	Title 1 Part C Only	*LEP Eligible Test Date	Enroll Comments Only	
Woodview Elementary School	P0	9/1/2012	9/1/2012	ID	9/4/2012	6/12/2013			NPFS		No		Edit Delete

1

| District Info | Eligibility | Parent Data | Children Data | Enrollment | Approval | Errors |

Show Student: Gomez-Hinojosa Jr., Felipe Antonio - bd 5/12/1995 GO

Director Signature Date: 09/04/2012

Enrollment District: Belding Area School District

Date Entered District: 09/01/2012

Program Enrollment
Show out of district enrollments

*Building	*Gr	*Res Date	*QAD	*Prog	*Enroll Date	Withdraw Date	Days Enroll	Days Pres	*Service Type	Title 1 Part C Only	*LEP Eligible Test Date	Enroll Comments Only	
Belding High School	12	9/1/2012	9/1/2012	RM	9/4/2012	12/20/2012	45	45	PFS	Any Inst Svcs	Yes 9/4/2012		Edit Delete
													Add New

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Enrollment Tab

- Make sure enrollment district matches the MEP (true for most cases; ALL school of choice are 3%'ers)
- Grade – check P0-P5
- When students return and they have had a birthday in the interim, BOTH fall, spring and summer grades must match.
- Make sure you select the right program ID, SC, RM). Once you select the wrong program, there's another process that has to take place to make the change.
- If ID and a service type are chosen, they must be getting those services. (Add note to comment box.)

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Enrollment Tab, continued

- Enrollment date – MUST be on or after the director signature date.

- Service type – if you select PFS, please be sure you have the documentation (PFS guidance & template found on the Migrant Title IC Website)

Enrollment Tab, continued

Enrollment comments –

➤ *repeated a grade*

➤ *student obtained sufficient credits to move from 9th grade to 11th grade this year*

➤ *started 4th grade in Michigan; 3rd when returned to Florida (FCAT)*

Enrollment Comment?

YES OR NO?

Enrollment Tab, continued
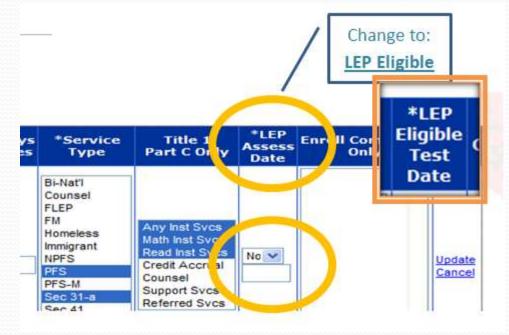## LEP Eligibility Reporting

LEP Assessed YES/NO is renamed

LEP Eligible YES/NO

LEP determinations are made following the Entrance and Exit Protocol found on the Title III, English Learners Webpage.

http://michigan.gov/documents/mde/Entrance_and_Exit_Proto col_10.30.12_402532_7.pdf?20130813144008

Enrollment Tab, continued
LEP Eligibility Reporting

- Migrant students are <u>not</u> rescreened on the WIDA W-APT (formerly ELPA Screening) each year. Use alternative diagnostic and monitoring assessments.   See Michigan's Entrance and Exit Protocol *updated September 2013* for a list of approved assessments.

Enrollment Tab, continued
LEP Eligibility Reporting

_K-12:_ Ensure that the student was initially screened and that eligibility was determined. If so, check "yes" if eligible according the EEP and note the date of assessment.

If the date of assessment is unknown, put today's date and make a note in the comment box.   This is the assurance that the district has followed the appropriate procedures.

If the child did not qualify as Limited English Proficient according to the EEP, check "no" and make a note with the testing date in the comment box that the child was not eligible <u>and</u> include assessment detail.

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Enrollment Tab, continued
LEP Eligibility Reporting

_P0-P5, PS:_ Preschool (PS) students enrolled in a district program should follow the guidelines for K-12 noted above and in accordance with the EEP.

P0-P5 children *not enrolled in a district preschool* are considered LEP eligible if the home language survey is other than English.

Districts code P's as LEP eligible yes, with the testing date of today. No W-APT screener administration is required in accordance with the EEP since these students are not in K-12.

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Enrollment Tab, continued

LEP Eligibility Reporting

OSYs: MEPs may code these students as LEP eligible based on expressed need for English language support by the parents or student, off-the-shelf language proficiency testing, or history of LEP eligibility from MSIX or MEDS.

If the child enrolls in a K-12 program, the EEP is applied.

Enrollment Tab, continued
LEP Eligibility Reporting

Examples –

P2 – child is in a bilingual home – LEP yes; today's/enrollment date

1st grade – child's home language survey in district is Eng/Span; it is child's first enrollment in the school; the Entrance and Exit Protocol is followed and W-APT (WIDA) is administered. Child scores 3 on W-APT and is below grade level in reading and math. Child is LEP yes and date is the date of W-APT assessment.

Enrollment Tab, continued

LEP Eligibility Reporting

Examples –

3rd grade – child was previously LEP and didn't exit LEP services. Child re-enrolls with district. LEP yes – date is the date of last assessment W-APT, full WIDA or previous ELPA.

OS – child is dropped out, somewhat bilingual, and tells recruiter he/she would like ESL – LEP yes; today's/enrollment date

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Data Quality Report:

This new report is titled <u>LEP Eligible is No</u>. Students appear on this report if a language other than English is indicated on the child data tab, the LEP Eligible field on the enrollment tab is "no" and the child is not coded as FLEP (Formerly Limited English Proficient).

Students on this report need to have LEP information added to the Enrollment Tab fields.

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Approval Tab, continued

- Please use approval box to let us know what changes you have made.

- **Example:**

  changed enrollment date? Add comment w/ name of student to the approval box.

Approval Tab, continued

- If making a change in name, birthday or birth location –
  - You MUST check the box at the bottom of the page verifying that you have made the change in MSDS. Send a PDF of the appropriate documentation to your MiMEP COE Approver.
  - Once you send COE to director, you are no longer able to check that box.
  - If you forget to check the box, then MiMEP COE Approvers MUST have both the BC/other legal document and an MSDS screen shot that verifies the change has been made.

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Approval Tab

- Approval box should be communication between directors/data entry and MiMEP COE Approvers ONLY. ***Comment box stays with the student's information.***

- "I fixed Danielle's Ps", goes in **approval box**.

- "Student retained in grade 5 this year"; "Student moved to new address"; and "Student is attending our district on Schools of Choice" (our personal favorite!) are all added in the **comment box.**

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What's your box?

Hint.....

PUT COE NUMBER ON ALL DOCUMENTS YOU EMAIL OR FAX TO US.

Further questions?

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